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~~CONFIDENTIAL~~

29 September 1950

[Handwritten signature/initials]

MEMORANDUM FOR: CIA MANAGEMENT OFFICER

25X1

SUBJECT: T/O for the [redacted]
Europe Division, OPC

25X1

1. The T/O for [redacted] includes no provision for a secretary higher than grade GS-5. The Tables of Organization for WE 2, WE 3 and WE 4 (as currently being amended) all provide for one secretary grade GS 5/6 in each of the operating Branches. Secretaries grade GS-5/6 have been provided in the T/O's of a vast majority of all other operating Branches within OPC. Inasmuch as the Chiefs of practically all operating Branches are grades GS-15, it appears that more uniformity should be reflected in the grades of their secretaries.

2. It is recommended that Position No. 7 on the T/O of WE 1 be changed from secretary, grade GS-5 to secretary, grade GS-5/6.

[redacted]

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NO. 1 89
REV CLASS 2
REV COORD.
AUTH: MR 70-3
32935
46
CLASS 5

approved:

Secretary (Stenography) GS-5/6

25X1

[redacted]

Chief Clerk & Wage Admin. Br. ED.

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*Oct 16
This was pointed out to proper as it was about to be sent to Europe for signature. Machine records called to have card modified*

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OCT 13 1950